

Issues revised Rules for the admission of candidates to the School of Engineering, Bangalore.

ORDER No. E. 13—EDN. 32-33-40, DATED CAMP MYSORE,
THE 20TH JUNE 1934.

At the last Dasara Session of the Representative Assembly, the question of fixing a definite percentage of candidates belonging to the backward communities for admission to the School of Engineering, Bangalore, came up for discussion, and Government promised to consider the matter.

The Director of Public Instruction who was consulted in the matter, has suggested the reservation of 60 per cent of the seats for the candidates of backward communities with minimum qualifications, and has also forwarded a set of rules for the admission of candidates to the School of Engineering.

Government have examined the matter in all its aspects, and are pleased to direct that 75 per cent of the seats be reserved for candidates of backward communities with the minimum qualifications, and that the remaining 25 per cent be open to all communities, strictly on a merit basis, subject to the rule regarding qualifications for admission and that the other rules proposed by the Director to regulate admission of candidates to the school be also adopted. The rules thus approved are appended to this order.

S. ABDUL WAJID,
*Secretary to Government,
General Department.*

ANNEXURE.**RULES FOR THE ADMISSION OF STUDENTS TO THE SCHOOL OF
ENGINEERING, BANGALORE.**

1. The age of candidates for admission to the school should be between 16 and 20 years.
2. The qualification for admission to Electrical, and Mechanical and Civil Engineering Higher Courses should be S.S.L.C. (E.C.P.S. or E.P.S.) or an equivalent examination with Physics or Mathematics as optionals, and for Mechanical and Electrical Engineering Lower Courses, a certificate of having completed the V Form Course.
3. No preference should be shown to candidates who have passed the Intermediate Examination or have undergone the Intermediate Course over those who have passed the S.S.L.C. Examination (E.C.P.S. or E.P.S.)
4. No student should be admitted to the school unless he gives an undertaking in writing that he will not leave the school in the middle of the course, except for valid reasons, such as, medical advice, inability to continue the studies, etc. A desire to continue the general education courses or join other branches of technical education should not be considered as a valid reason.
5. Seventy-five per cent of the seats should be reserved for candidates of backward communities with the minimum qualifications. The remaining twenty-five per cent should be open to all communities strictly on a merit basis subject to Rule 2 above.
6. There should be no reservation of seats for Malnad students, but Malnad students with the same qualifications should be preferred to Maidan students, provided they have read in Malnad High Schools and belong to Malnad Districts.
7. Admission will generally be restricted to Mysoreans but if there are any vacancies and suitable local candidates are not forthcoming, it will be in the discretion of the Committee to admit a limited number of non-Mysoreans who are otherwise qualified. Not more than five seats per annum may be reserved out of the present strength for candidates from outside if the respective Governments consent for reservation of seats on payment of Rs. 500 per annum per student for three years in addition to the payment of their school fees.
8. Students seeking admission should submit a certified copy of the marks obtained by them at the S.S.L.C. Examination or the register itself.

Issues Revised Rules of Recruitment governing the Subordinate Services of Government.

READ—

Government Order No. 1827-80—E. A. G. 308, dated 16th May 1921, laying down the policy of Government on the question of the adequate representation of backward communities in the public service.

2. Government Order No. 5771-830—C. R. B. 5-26-1, dated 10th June 1927, issuing revised rules of recruitment to the subordinate ranks of the public service.

3. Government Order No. 3567-3652—C. R. B. 12-28-1, dated 10th October 1928, revising the classification of appointments and the qualifications for the same.

4. Resolution No. 2 of the Central Recruitment Board, passed at its forty-second meeting held on 31st March 1932, recommending a scheme for the adoption of a Staff Selection Board for making appointments on a system of communal rotation.

ORDER No. 6-105—C. R. B. 1-34-1, DATED, BANGALORE,
THE 3RD JULY 1934.

The question of revision of the rules of recruitment to the subordinate public service in force, at present, in Mysore, has been under the consideration of Government for some time past. The subject has also come up for discussion both in the Representative Assembly and the Legislative Council, more than once, and proposals have been brought forward for the establishment of a Public Service Commission or Staff Selection Board and for the adoption of a system of communal rotation as in Madras.

2. As regards the establishment of a Public Service Commission, Government have pointed out in the Representative Assembly and the Legislative Council that it is not necessary or called for, in Mysore. In regard to the communal rotation system, it has been explained by Government that the actual system recommended by the Central Recruitment Board is not acceptable to all communities, and is otherwise also complicated and difficult of working, owing to the several divisions among the backward communities in Mysore. Government agreed to the principle of giving adequate and just representation to all communities in the public service, and promised that the existing rules would be re-examined and revised with a view to ensure that qualified candidates of all communities get a fair chance of securing appointments in the public service and that the present Central Recruitment Board itself would be given such additional powers as may be necessary to perform the functions of a Staff Selection Board.

3. According to the existing rules of recruitment to the subordinate public service, 75 per cent of all vacancies to be filled up by direct recruitment are reserved for candidates belonging to the backward communities, while the remaining 25 per cent are treated as general vacancies open to all classes. All the appointments are divided into four classes according to the pay, with separate minimum qualifications prescribed for each class. Each individual vacancy to be filled up by direct recruitment is advertised in the Gazette, and applications from eligible and qualified candidates called for by the Central Recruitment Board. The applications that are received in response are scrutinised by the Central Recruitment Board and forwarded to the respective appointing officers for selection and report.

4. Experience of the working of the existing rules has shown certain defects, chief of which are the following :—

(i) A candidate who is appointed first in a temporary vacancy may lose his post, while another appointed subsequently may continue longer and a third appointed last may get a permanent post.

(ii) Temporary arrangements are often made in the vacancies pending advertisement, and in short vacancies which could not be advertised. These arrangements frequently do not conform to the rules laid down. Persons selected for such casual appointments are kept on in similar casual vacancies, and come, in course of time, to acquire a kind of claim for permanent employment, while persons recruited through the Central Recruitment Board in advertised temporary vacancies are left without a chance of confirmation and have, on the cessation of the vacancies, to look out for other appointments, put in fresh applications and take their chance.

(iii) As direct recruitment is made not only at the bottom but also at three higher stages, (only one out of every three vacancies in each class being made available for promotion) the chances of promotion to candidates already in service, or recruited for permanent vacancies in the lower grades, are much restricted.

(iv) The rules are also complicated, and the practice of advertising every vacancy throws much labour on the Central Recruitment Board Office. The same candidate may, at the same time, be applying for several advertised posts.

5. With a view to remedy the defects and satisfy the general requirements, Government have examined the existing rules and have revised them on the following general lines :--

- (a) Each recruit should be started as a probationer in the unit of recruitment;
- (b) The recruit is the unit and not the vacancy, and he should, on the cessation of the acting or temporary vacancy in which he is appointed, be, as far as possible, continued and provided in another vacancy, till he is finally absorbed in that unit;
- (c) The present division of appointments into four classes will be done away with, in view of the altered conditions now, and there will be only two general classes of appointments with an increased general minimum educational qualification for each;
- (d) Each recruit should ordinarily start only at the bottom of service in the class to which he is recruited. A certain proportion of vacancies may be fixed by the Central Recruitment Board for promotion to the officials in the lower class to the higher class;
- (e) *Method of Recruitment.*—The Central Recruitment Board will obtain a forecast of the vacancies in the several units, draw up a programme of recruitment for the year, call for applications from the candidates for the vacancies that may arise, and prepare lists of the selected candidates in the order of preference (as determined by the Board) in two parts, (A) General (containing the names of the best qualified persons, irrespective of community), and (B) Special (containing the names of only candidates of backward communities). In preparing this (B) list, an attempt will be made to see that all communities are adequately represented. As vacancies occur, the appointments may be made from the approved list according to the relative order of mention therein of the names, in the proportion of one appointment in the General (A) list to three in the Special (B) list.

6. The revised rules are appended to this order and will come into force with effect from 1st October 1934. The Central Recruitment Board is requested to obtain the forecasts of vacancies for the year 1934-35 and issue lists of approved candidates before that date.

S. ABDUL WAJID,
Secretary to Government,
General Department.

REVISED RULES OF RECRUITMENT GOVERNING SUBORDINATE SERVICES OF GOVERNMENT.

These rules shall apply to all appointments (executive and ministerial) in the subordinate services of Government in the superior service, but in the absence of any specific provision to the contrary, nothing herein contained shall affect any special provisions which are now in force or may hereafter be made in respect of particular posts or services.

2. *Backward Communities.*—The term "Backward Communities" as used in these rules includes all communities other than Brahmins.

3. The appointment of a person who is not a Mysorean by birth or domicile will be permitted only under exceptional circumstances and will require the previous sanction of Government in each case.

A person acquires a domicile in Mysore when he has voluntarily fixed the habitation of himself and his family therein not for mere special or temporary purpose but with the present intention of making it his permanent home. Continued residence for five years shall be *prima facie* evidence of having acquired a domicile.

4. *Age Limit.*—The maximum age of entry into service will be 28 years in the case of candidates of backward communities and 25 years in the case of others. In case any over-aged candidates are proposed to be appointed, the provisions of Article 34 of the Mysore Service Regulations should be complied with.

5. All appointments will be divided into two classes, as below; and, subject to special rules, if any, in respect of particular services or posts, no person shall be eligible for admission to any subordinate service unless he possesses the minimum general educational qualifications prescribed hereunder for each class of appointments :—

Class I.—All appointments carrying a pay of Rs. 35. and above—a degree of the Mysore University or any other recognised University.

Class II.—All other appointments carrying a pay of less than Rs. 35—a pass in the S.S.L.C. Examination.

Exception.—In the case of teachers in primary schools recruited on an initial salary not exceeding Rs. 15 the minimum qualification will be a pass in the Lower Secondary Examination.

Note.—(i) A pass in the Upper Secondary Examination may be considered as an alternative qualification for a pass in the S.S.L.C. Examination, and a pass in the Training Examinations will be a preferential qualification, in respect of all tutorial appointments, in the educational institutions.

Note.—(ii) In the case of Urdu Schools, a pass with Urdu as the second language will be the minimum qualification.

6. In lieu of the qualifications prescribed in Rule 5, the following shall be the minimum qualifications for Typists and Steno-Typists:—

(i) *For Typists.*—A pass in the S.S.L.C. and the Typewriting (Senior) or other equivalent Examinations.

(ii) *For Steno-Typists.*—

(a) On a pay below Rs. 50—A pass in the S.S.L.C., Typewriting (Senior) and Shorthand (Junior) or other equivalent Examinations.

(b) On a pay of Rs. 50 and above—A pass in the S.S.L.C., Typewriting (Senior) and Shorthand (Senior) or other equivalent Examinations.

Explanations to Rules 5 and 6.—Pay in the case of posts carrying progressive scale of pay shall be understood to mean the average pay as calculated for financial purposes.

7. *Departmental Tests.*—In addition to the general educational qualifications mentioned above, candidates for appointments may be required to pass such departmental tests as may be prescribed by Government from time to time.

But, candidates possessing the general educational qualification prescribed for the appointment may be entertained on probation, subject to their being confirmed in their posts on passing the prescribed departmental test or tests within a period of two years.

8. Where qualifications are prescribed for selection for admission to the service in any capacity, no person who on the date of issue of these rules is already officiating or is temporarily employed in such capacity shall ordinarily be admitted as a member of the service in such capacity, unless and until he has proved his possession of these qualifications.

9. After the date of issue of these rules, no member of the service shall be transferred or promoted to any posts higher than that he is holding substantively, unless he possesses the qualifications prescribed for such posts.

Provided that nothing herein contained shall be deemed to prevent a member of the service from drawing the increments of pay in a graded post which he is substantively holding on the date these rules come into force.

Provided also that Government may grant exemption to a member of the service permitting him to rise to a specified pay or stage of pay, notwithstanding the fact of his not possessing the prescribed qualifications for the same.

Recommendations for exemption from passing the departmental examinations in respect of any specific appointments may be made to Government through the Central Recruitment Board in the case of officials of long standing who have acquired by wide experience a thorough knowledge of the Codes and Rules pertaining to the department in which they serve and who are unable on account of age or other sufficient cause, to pass the departmental tests prescribed for promotion to higher posts, provided they have put in not less than 15 years' service and are not less than 45 years of age. The exemption should be given only in respect of specific appointments and no general exemption from passing departmental examination will be granted to any official.

Recommendations for exemptions should be submitted in the first instance to the Head of the Department concerned, who will submit the same for the orders of Government through the Central Recruitment Board, with his opinion.

10. Candidates shall be directly recruited only from the lists furnished annually by the Central Recruitment Board or from any supplemental lists sent by it, in the manner herein-after described.

11. Approved candidates for admission to the service by direct recruitment should ordinarily start at the bottom of service in each class in the Department.

A certain proportion of the vacancies in Class I to be fixed for each Department shall be set apart by the Central Recruitment Board for promotion to the officials already in service in class II, and eligible for promotion.

12. Officers in charge of the Units shall furnish to the Central Recruitment Board in the month of April, every year, a list of vacancies likely to occur in their respective Units during the following official year.

13. On a consideration of the forecasts of recruitment received from the Unit Officers, the Central Recruitment Board will prepare a consolidated programme of recruitment for the following official year.

14. The Central Recruitment Board shall call for applications from candidates for admission to the service for the vacancies that may arise during the year and shall make a selection from such candidates to the number required, keeping a sufficient margin to meet unforeseen demands for personnel.

15. Lists of approved candidates shall be prepared separately in respect of the following kinds of appointments:—

- (i) Clerks, Accountants, Store-keepers, Record-keepers and other similar appointments.
- (ii) Steno-Typists and Typists.
- (iii) Revenue Inspectors.
- (iv) Agricultural Inspectors and Fieldmen.
- (v) Veterinary Inspectors.
- (vi) Tutorial staff of the University below the grade of an Assistant Professor and of the Education Department.
- (vii) Sub-Overseers and Draftsmen of the Public Works Department and Municipalities.
- (viii) Excise Assistant Inspectors.
- (ix) Inspectors of Co-operative Societies.
- (x) Foresters and Rangers of the Forest Department.

NOTE.—Vacancies in Subordinate services other than those specified above shall be reported as they arise to the Central Recruitment Board which will advertise such vacancies and forward the applications of eligible candidates to the appointing officers for disposal with suitable instructions.

16. Each of the lists specified in Rule 15 shall be prepared in two parts, *viz.*, Part (A) 'General,' containing the selected names of the best qualified candidates irrespective of their caste or community and part (B) 'Special,' containing the names of all selected candidates other than Brahmins.

In each list and in each part of a list, the names shall be entered in the order of preference as determined by the Central Recruitment Board. In preparing the lists the Central Recruitment Board will have due regard to the principle of providing for the adequate representation of all castes and communities in the public service.

It will be open to the Central Recruitment Board to assign to an eligible candidate of the Depressed Class or other specially backward class, a higher place than he would be entitled to, if his educational qualifications were alone taken into consideration.

17. Alterations may be made, as occasion arises, in the lists of eligible candidates by the Central Recruitment Board but the lists shall be completely revised once a year after calling for fresh applications.

18. The lists, on approval by Government, shall be published in the *Mysore Gazette*.

19. Each of the eligible candidates shall be provisionally assigned to one or, if the Central Recruitment Board deems fit, to more than one Unit.

20. As vacancies occur in each Unit, candidates shall be appointed from the approved lists of eligible candidates, assigned to that Unit, according to the relative order in which their names are entered in the general or special lists respectively, subject also to the condition that for one appointment from the general list, there shall be three from the special list.

Exception 1.—In Departments where 50 per cent of the appointments are already held by members of backward communities, for one appointment from the general list there shall be two from the special list.

G. O. No. 67-126—C. R. B. 5-26-3,
dated 8th July 1927.

Exception 2.—All candidates considered as eligible for the tutorial posts in the University shall be included in the General list. Preference should be given to persons belonging to backward communities if their qualifications are approximately equal to those of other candidates.

G. O. No. 7872-74—C. R. B.
6-28-4, dated 13th April 1929.

The appointment should be reported promptly by the Unit Officer to the Central Recruitment Board.

The appointing officer should duly verify, if necessary, by examining the certificates, the educational qualification of the candidate selected before he is actually appointed to a post.

21. As soon as the selected candidate is taken on duty, a Service Register should be opened for him and maintained in the office.

22. A candidate selected for admission to the subordinate service by direct recruitment shall, from the date on which he joins duty as such, be on probation for a period of two years.

23. A probationer may act in any permanent or temporary post in the service for which he is qualified.

24. A probationer once selected and appointed should be continued in subsequent acting vacancies of the same class, occurring in the Unit, until he is permanently absorbed under Rule 29, unless dispensed with under Rule 26.

25. When a probationer, owing to the cessation of the vacancy in which he is acting is employed in any subsequent acting or temporary appointment (as provided in Rule 22 above) for which he is eligible, every such acting or temporary appointment shall be reported by the Unit Officer forthwith to the Central Recruitment Board.

26. If, at the end of the prescribed period of probation or earlier, the Unit Officer does not consider the probationer suitable for appointment to the service, he shall by order dispense with his services. In such cases the Unit Officer shall make a report to the Central Recruitment Board giving full reasons for the step taken by him.

27. An appeal shall lie against an order of termination of the services of the official by the Unit Officer to the Officer or authority to whom the Unit Officer is subordinate within one month of its communication to the official.

28. If no such order is issued by the Unit Officer within three months after the expiry of a probationary period under Rule 21, the official shall be deemed to have completed his period of probation satisfactorily.

29. *Appointment to the Service.*—The selected candidate after the successful completion of the period of probation shall be appointed a member of the service at the first opportunity and may, if a vacancy in the service existed, be appointed with retrospective effect; provided that no probationer shall be appointed to the service before any other probationer for appointment to the same service who completed his probation satisfactorily at an earlier date.

29. *Seniority.*—A member of a service shall take rank in any grade of the service according to the date on which he is substantively appointed to such grade.

30. *Promotion.*—Promotion from one grade to a higher grade shall be for merit, and no member of a service shall be entitled to claim such promotion on the ground of seniority alone.

31. *Transfer.*—A member of a subordinate service shall be liable to transfer to any part of the Mysore State.

32. *Appointments in contravention of Rules.*—Appointments made in contravention of Rules of Recruitment shall be liable to be vetoed by Government. Orders of Government vetoing appointments will be communicated to the Officer, to the Head of the Department, the Unit Officer, as well as the Comptroller for necessary action. Such orders should be given effect to immediately.

FINANCIAL SECRETARIAT

 Addition of a note to Art. 486 (a) of the M. S. R., re Travelling Allowance.

ORDER NO. FL. 8685-745—S. & A. 295-33-2, DATED BANGALORE,
THE 27TH JUNE 1934.

Government direct that the following note be added to Article 486 (a), Mysore Service Regulations :—

If an officer travels by a class lower than that by which he is entitled to travel, he may draw one full fare of the class by which he actually travels *plus* half the fare of the class by which he is entitled to travel.

S. SHAMANNA,
Secretary to Government,
Financial Department.